

# 2006 Good Governance Train the Trainer Program

U.S. Department of Commerce  
Washington DC: July 16 – August 6

## Application Form Due April 28, 2006

COMPANY/ORGANIZATION NAME \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

Completed applications should be emailed to ALL THREE following email addresses:

[kristen\\_mann@ita.doc.gov](mailto:kristen_mann@ita.doc.gov), [sarah\\_cook@ita.doc.gov](mailto:sarah_cook@ita.doc.gov), [alysia\\_wilson@ita.doc.gov](mailto:alysia_wilson@ita.doc.gov)

The signed certification page and recommendation letter should be faxed to: 1-202-482-4736  
Questions? Email to above addresses or phone Kristen Mann at: 1-202-482-2780 or Sarah Cook  
at: 1-202-482-0621

*The train-the-trainer program does not discriminate in training on the basis of sex, race, color, age, religion, national origin, or handicap. This policy is consistent with relevant U. S. governmental statutes and regulations*

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## TRAIN THE TRAINER PROGRAM

Instructions:

- 1) **Give full and complete answers to all questions.**
- 2) Type your answers to all questions.
- 3) All responses must be in English.
- 4) Attach additional pages if necessary, but do not change or delete any questions from the application.
- 5) ONLY electronically submitted applications will be accepted. Please name the file as: (your country\_your name) For example: United States\_John Doe.doc. Please save all the parts of your application as **one file** in the following order:
  - This application form, completed in full.
  - Answers to essay questions (Section IV, B).
  - Your resume or CV.
  - A recommendation letter from your supervisor, which must describe your current responsibilities and approval for your absence for the duration of the term of the program (the dates of the program should be included in the approval letter).
  - (A signed paper copy of the recommendation letter and the signed certification page should be faxed to the U.S. Department of Commerce at 1-202-482-4736).

**Note: Only those candidates who can commit to the full term of the program should complete this application.**

### I. GENERAL INFORMATION

Name \_\_\_\_\_  
(Last name) (Middle name) (First name)

Complete Name for Place of Employment \_\_\_\_\_

Position and Title \_\_\_\_\_

Work Telephone(s) \_\_\_\_\_

Work Mailing Address \_\_\_\_\_  
(Street and/or Building Name)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Index)

E-mail address \_\_\_\_\_

Home address \_\_\_\_\_  
(Street and Number, Apartment and City)

Home telephone \_\_\_\_\_

Mailing address \_\_\_\_\_  
(work, home, or other)

\_\_\_\_\_

Date of Birth \_\_\_\_\_  
(Month - Date - Year)

Sex (circle one):            Male            Female

Place of Birth \_\_\_\_\_  
(City and Country)

Citizenship and Passport Number \_\_\_\_\_

Please provide all alternative fax and telephone numbers, including city codes.

Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
(mobile) \_\_\_\_\_

In case of emergency, whom should we contact?

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship (circle one)      Friend      Co-worker      Husband/Wife      Family member      Other \_\_\_\_\_

## II.      EDUCATION

A.      List all post-secondary education including professional education, beginning with the most recent.

Dates	Name of Institute/University	Major Subject	Degree/ Date received

B. Knowledge of English: Please rate your knowledge of English in the following areas.

	Excellent	Good	Fair	Poor
Reading				
Writing				
Listening				
Speaking				

C. List any other languages that you know \_\_\_\_\_

### III. BUSINESS AND EMPLOYMENT EXPERIENCE

A. List your business and employment history for the past ten years, beginning with the most recent.

Dates	Names of Organization	Position and Title	Responsibilities and Duties

B. Please list three professional references.

Name	Company name, address and telephone number	Relationship

**IV. DESCRIPTION OF CURRENT EMPLOYMENT AND**

A. Current firm description

Name of firm or organization \_\_\_\_\_

What is your role within your firm or organization and what are your major responsibilities?

How large is your firm or organization and how many people do you supervise?

Are you currently affiliated with any business or other association that is active on the issue of business ethics, corporate social responsibility or corporate governance? If so, please describe the organization and your involvement.

B. Please answer the following questions.

1. Can you attend the full length of the training program in the U.S.?
2. Describe your present employing organization. (Please be specific in terms of private or public sector, the date it was formed, what the mission and goals are, what areas of work it is involved in, how it is structured and/ or types of goods and services it provides, and any ethics policies or programs it may have.)
3. *The 2006 Train the Trainer Program is seeking fellows who will serve as multipliers and pass on the lessons they learn during the program to others. In order to participate in the program, you must commit to conducting follow up activities in your country and participating in the Good Governance Program Business Ethics Initiative.* How do you plan to apply the knowledge you will gain on the *Train the Trainer* program to your work back home both in your company/organization and in your country as a whole? Do you have the time and resources to work toward establishing an enduring Business Ethics initiative in your country? Please explain. What makes you a good candidate for this program?
4. What are the three biggest challenges to doing business in your country? Please explain your answers.
5. Would an increased awareness in your country of responsible business practices and business ethics help your country's business competitiveness? Why and/or how?
6. Please identify specific subject areas that you would like training in or exposure to while in the U.S.

**In addition, please submit the following items along with your application:**

- A recommendation letter from your supervisor, which must describe your current responsibilities and approval for your absence for the duration of the term of the program (the dates of the program should be included in the approval letter).
- A resume or curriculum vitae.

## **CERTIFICATION**

I testify that the information submitted in this application is complete and accurate. I understand that providing false information on this application or during the interview will automatically disqualify me from participation in the program. If I am selected for participation in the program and it is determined during the course of the training that any of the information provided in this application or during the interview was false, I understand that this would mean immediate dismissal from the program.

If selected, I agree to comply with all regulations of the program and all local and national laws of the U.S. Regulations of the program include, but are not limited to, the housing arrangements. I understand that while in the United States, I may be required to share my hotel room with one other individual from the training group (of the same sex). In this situation, I understand that separate beds will be provided. I declare that this type of housing arrangement is satisfactory to me and presents no difficulties. If an emergency occurs and I must return home early, I understand that I must return the remainder of the per diem to the program.

I understand that I will be provided with medical insurance to be used only for emergency situations and not for routine medical care, or treatment for any pre-existing medical or dental condition. I further understand that I will be required to pay all deductibles and other miscellaneous expenses not covered by the insurance. I understand that I may purchase my own travel and /or health insurance before departing for the United States of America if I desire – this will act as additional coverage for me while I am on the program.

I declare my intent to return to my home country at the end of my training as a program participant. I understand that the U.S. visa obtained in connection with my program training is valid only for temporary training and is not valid for employment in the United States. I understand that returning to my country at the end of my training is a condition of my participation in the program. I further understand that traveling outside of the United States (for example, Canada or México) is strictly prohibited and would be in violation of my U.S. issued visa and would mean immediate grounds for dismissal from the program. Travel to cities in the United States that are not part of the specific training program is discouraged and will be decided on a case by case basis by program staff in Washington, D.C.

I understand that this program prohibits spouse and/or children to accompany participants to the United States.

I understand that after the completion of this training, I will be expected to share my new skills and knowledge with the business community in my country. I agree to be involved with the Good Governance Program, lead at least three business ethics workshops in my home country and assume a leadership role in planning outreach activities in my home country.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_